



Visitors in School Policy

Reviewed by	Resources Committee
Agreed on	15.3.16
Signed	

Our Core Values: Honesty, Loyalty, Caring, Sharing and Forgiveness



Offwell C of E Primary School

Context

As a school we aim to provide our pupils with a broad, balanced and enriched curriculum and see the inclusion of visitors into the school's curriculum as a means of helping us realise this aim.

Aims

This policy aims to ensure:

- enhancement and enrichment of the curriculum through specialist expertise
- the safety and security of all pupils and staff
- the safety and security of all visitors
- development of effective partnerships with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community

Types of Visitors

Parents / carers, (both prospective and current), adults seeking employment in school, professional agencies, supply teachers, representatives from the community at large, contractors, governors, teachers from partner schools and students make visits for tours of the school, meetings, temporary teaching assignments, volunteer work (see Volunteers in School Policy) and work experience (See Work Experience Policy).

A variety of delivery staff, maintenance engineers and contractors carry out routine work on the school site although this usually occurs outside of school opening hours.

General Procedures

- All visitors must report to the school reception where the purpose of their visit will be discussed and permission to enter the school given or denied
- All visitors to the school will be required to sign in on arrival and out when they leave
- Visitors unknown to the school /visiting for the first time will be required to prove their identify.
- The school follows the procedures within the Child Protection and DBS policies and makes use of the single central record.
- All visitors moving around the school site may be asked to wear a visitor's badge
- All visitors must read and sign to say that they are aware of the school's Fire and Safety Procedures and Child Protection Policy/Safeguarding Raising Awareness information.

If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the headteacher before any agreement is made.

Speakers at Collective Worship will be invited by or given permission by the Headteacher.

In our small school, visitors are introduced to our children or are accompanied by a member of staff or will be wearing a badge. Any visitors on site who are not recognised, or who are not appropriately "badged", should be politely asked their business.

Pupils should be encouraged to report immediately to a known member of staff any visitor who has not been introduced to them that day or is not "badged".



Specific Guidance/Checklist for members of staff organising visits from external agencies

- Ensure the visitor/external agency holds required Vetting / DBS checks and gain evidence of this, ensure Administrator is aware and the evidence is sufficient and appropriate for the single central record / CP and DBS policies.
- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme / scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session.
- Inform visitor/external agency of: number, age and gender ratio of students and, if deemed necessary, background, ethnicity and culture of students, special education needs.
- Provide access to CP Staff Information Pack, school policies relevant to the visit, e.g. SRE, Drugs, Confidentiality and risk assessments.
- Inform and seek permission from relevant people of presence and remit of visitor: e.g. School Reception, headteacher.
- Inform parents and children in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- In cases other than a supply teacher, ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Children are given time to reflect on what they have learned.
- Following the visit, responsible member of staff should report to the Headteacher regarding the effectiveness of the visit.